

Mother of Mercy Free Medical Clinic – Medical Assistant (2 positions)

Non-Exempt Position

Summary: *Catholic Charities – Arlington Diocese* is seeking a full-time (36-40 hours/week) Medical Assistant for our Mother of Mercy Free Medical Clinics; one located in Manassas, VA and the other in Woodbridge, VA. This is an entry-level position and no previous experience is required.

KEY RESPONSIBILITIES:

- Respects client and employee rights and privacy ensures security of protected information, practices, in an ethical manner and is compliant to the agency's compliance program and privacy policy
- Assists with patient care for nursing duties and tasks on electronic medical record (Athena).
- Complies with clinic Policies and Procedures
- Works with site supervisor so work activities are prioritized.
- Ensures office and clinical supply inventory is current, mail is opened and processed, and other administrative duties as assigned.
- May perform select nursing and administrative duties; assists physicians and registered nurses and provides routine care for patients.
- May communicate with patients and families and provides information on health education, medication review, and provider referrals.

REQUIRED SKILLS:

- Ability to fully communicate in ENGLISH/SPANISH both orally and in writing.
- Strong interpersonal and organizational skills.
- Ability to use critical thinking skills to address patients' questions, concerns and issues as they arise
- Ability to use good reasoning and judgement and react calmly in emergency situations
- A sincere interest in learning about the medical practice and care of patients.
- Willing to learn how to use medical equipment, diagnostic and treatment procedures.
- Commitment to the mission, goals, and services of Catholic Charities of the Diocese of Arlington.
- Computer literate, including the ability to learn and use program specific software
- Ability to multitask in an extremely fast paced environment

EDUCATION AND EXPERIENCE:

- High School Diploma or GED is required.
- Some experience in a medical setting is beneficial.
- Must have an interest in working in the medical field and willing to learn the job duties of a Medical Assistant.

PHYSICAL REQUIREMENTS:

- Must be able to communicate verbally with patients in person and on the phone
- Have the hand eye coordination and manual dexterity needed to operate medical equipment, a keyboard, photocopier, telephone, calculator, medical equipment as needed
- Stand for extended periods of time, push, pull and reach; occasionally bend, sit, stoop and stretch.
- Occasionally lift and carry up to 25lbs

OTHER REQUIREMENTS:

- Ability to work under pressure with a diverse population, including staff, volunteers, clients, patients and other members of the public on a regular basis.
- The position may cause frequent exposure to communicable diseases, bodily fluids, and other conditions common to a clinical environment

Please send a cover letter with salary requirements and a resume to jobs@ccda.net. No phone calls please